

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Agency Name: Division of Environmental Protection Contractor Name: Employees Co. of Nevada, Inc.
Bureau of Air Pollution Control
Agency Code: 709 Address: 2901 Sherman Lane
Appropriation Unit: 3185/04 Carson City, Nevada 89706
Is line item authority available?: Yes No Vendor No.: T81097095
To what State Fiscal Year(s) will the contract be charged? FY 08-09

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

| | |
|--|--|
| <input type="checkbox"/> General Funds _____ % | <input checked="" type="checkbox"/> Fees _____ % |
| <input type="checkbox"/> Federal Funds _____ % | <input type="checkbox"/> Bonds _____ % |
| <input type="checkbox"/> Highway Funds _____ % | <input type="checkbox"/> Other funding: _____ % |

2. Contract start date:
a. Effective upon Board of Examiner's approval? Yes
or
b. Effective _____ upon Board of Examiner's approval. [Enter the date work is to start under the contract. Contracts with an effective date prior to BOE approval (retroactive) must be accompanied by a memorandum explaining the reason prior BOE approval was not obtained.]

3. Termination date: June 30, 2009
Contract term: 4 years (indicate in years the length of the contract)

4. Type of contract (check one):
 New Contract Cooperative Agreement
 Contract Amendment Revenue Contract
 Interlocal Agreement Other Contract: _____

5. Purpose of contract (Describe work to be accomplished):
Review air pollution source applications and develop technical reports that support the issuance or denial of air pollution control permits. Prepare air pollution control permit for signature by permitting supervisor.

6. a. NEW CONTRACTS ONLY:
The maximum amount of the contract for the term of the contract is: _____
Payment for services will be made at the rate of 55.00 per hour
(enter dollar amount) (time interval, i.e., hour, year)
or, if not applicable, specify other basis for payment: _____

b. CONTRACT AMENDMENTS ONLY: Amendment No.: #2
The maximum amount of the original contract is being amended by: \$0
and/or the termination date of the original contract has changed to: June 30, 2009
and/or explain other changes: _____

II. JUSTIFICATION

7. What conditions mandate that this work be done?

RECEIVED
MAR 01 2007
DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

There continues to be a elevated number and high degree of complexity of the applications being submitted. BAPC continues to experience recruiting problems as personnel experienced in this area are limited.

8. Explain why State employees in your agency or other State agencies are not able to do this work:
Current staff are unable to handle the excessive workload.

9. Is the contract amount over \$100,000? Yes No
Was a Request for Proposal (RFP) done? Yes No If no, explain (see NRS 333.165):

The time requirements for processing permits does not allow for training a contractor in the process of permit writing. Ms. Gay McCleary, an employee of Employees Company of Nevada, Inc. has many years of experience, prior to her retirement, with these processes.

a. Were bids or proposals solicited? Yes No
If yes, list the names of vendors that submitted proposals. If no, why not (see section 0338 of The State Administrative Manual):

Sole Source

b. Last bid date: _____ Anticipated re-bid date: _____

c. Why was this contractor chosen in preference to others?
N/A

III. OTHER INFORMATION:

10. Is the contractor employed by the State of Nevada, any of its political subdivisions or by any other government?
 Yes No If "Yes," is contractor planning to render services while on annual leave, compensatory time, sick leave, or on his own time? (Please explain)

11. Has the contractor ever been engaged under contract by any State agency?
 Yes No If "Yes," specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:
Ms. Gay McCleary has worked previously with Division of Environmental Protection. The service she provided was exceptional.

12. Contracts over \$25,000 per fiscal year: Is the contractor currently involved in litigation with the State of Nevada?
 Yes No If "Yes," please provide details of the litigation and facts supporting approval of the contract.

13. Bureau Contract Coordinator:

Matthew DeBurle
Printed Name

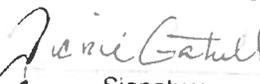

Signature

SE IV
Title

687-9391
Phone No.

14. Certified Contract Monitor Approval:

Vickie Gatrell
Printed Name


Signature

687-9494
Phone No.

2/26/07
Date

15. Agency Head Approval:


Signature (Leo Drozdoff, Administrator)

16. Date Contract Summary was Prepared:

02/26/07
Date

AMENDMENT # 2 TO CONTRACT

Between the State of Nevada
Acting By and Through Its

Nevada Department of Conservation and Natural Resources,
Division of Environmental Protection
901 S. Stewart Street, Carson City, NV 89701-5249
Phone: (775) 687-4670 Fax: (775) 687-5856

and

Employees Co. of Nevada, Inc.
201 Sherman Lane
Carson City, NV 89706

1. **AMENDMENTS.** For and in consideration of mutual promises and/or other valuable consideration, all provisions of the original contract dated August 25, 2005, attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

a. The Contract date is amended from June 30, 2007 to June 30, 2009.

2. **INCORPORATED DOCUMENTS.** Exhibit A (Original Contract) is attached hereto, incorporated by reference herein and made a part of this amended contract.

3. **REQUIRED APPROVAL.** This amendment to the original contract shall not become effective until and unless approved by the Nevada State Board of Examiners.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original contract to be signed and intend to be legally bound thereby.

Gary McCleary
Contractor's Signature

President 2/27/07
Contractor's Title Date

Leo Drozdoff
Agency Signature Leo Drozdoff

Administrator-NDEP 2/28/07
Title Date

Janya Mead
Division Fiscal Signature

Budget Analyst 2/28/07
Title Date

APPROVED BY BOARD OF EXAMINERS

[Signature]
Signature - Board of Examiners

On 3-17-07
(Date)

Approved as to form by:

Deputy Attorney General for Attorney General

On _____
(Date)

Contract Control # DEP06-021

AMENDMENT # 1 TO CONTRACT .

Between the State of Nevada
Acting By and Through Its

Nevada Department of Conservation and Natural Resources,
Division of Environmental Protection
901 S. Stewart Street, Carson City, NV 89701-5249
Phone: (775) 687-4670 Fax: (775) 687-5856

and

Employees Co. of Nevada, Inc.
201 Sherman Lane
Carson City, NV 89706

1. AMENDMENTS. For and in consideration of mutual promises and/or other valuable consideration, all provisions of the original contract dated August 25, 2005, attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

a. The Contract amount of \$9,999.00 is increased by \$190,000.00 for a new contract amount of \$199,999.00.

2. INCORPORATED DOCUMENTS. Exhibit A (Original Contract) is attached hereto, incorporated by reference herein and made a part of this amended contract.

3. REQUIRED APPROVAL. This amendment to the original contract shall not become effective until and unless approved by the Nevada State Board of Examiners.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original contract to be signed and intend to be legally bound thereby.

[Signature]
Contractor's Signature

President 9/15/05
Contractor's Title Date

[Signature]
Agency Signature Leo Drozdoff

Administrator-NDEP 9/15/05
Title Date

Division Fiscal Signature

Title Date

APPROVED BY BOARD OF EXAMINERS

[Signature]
Signature - Board of Examiners

On 9/15/05
(Date)

Approved as to form by

[Signature]
Deputy Attorney General for Attorney General

On 9/16/05
(Date)

ATTACHMENT A

SCOPE OF WORK

Employees Co. of Nevada, Inc. Independent Contractor

The duties and obligations of the parties, in addition to those set forth elsewhere in this Contract are as follows:

In coordination with the Permitting Branch Supervisor, conduct pre-application conferences with representatives of the proposed new or modifying source to discuss permitting requirements, application submittal, modeling, emission calculations, applicability of state and federal regulations, monitoring, and/or any other additional requirements.

Review submitted application and supporting documentation for completeness in accordance with the Nevada Administrative Code. Prepare for supervisors signature, notification of application completeness or incompleteness within 10 working days of application receipt. Input appropriate completeness/incompleteness information into the database.

Examine; in detail complete applications by reviewing site plans, topographic maps, construction drawings, design data, process information, control equipment and the types of pollutants to be emitted. Determine all applicable air quality regulations.

Verify emission factors, emission calculations, control efficiencies and documentation supporting applicant's conclusions. Review submitted modeling analyses for accuracy and demonstration of compliance with appropriate standards. Conduct modeling analyses for appropriate pollutants for applications that are not required to provide the environmental evaluation. Request clarifying information from applicant as necessary.

Prepare final draft of permit and transmittal letter for supervisor's signature.

If necessary and there is a need for the Contractor to travel, the Contractor will receive per diem and mileage at the state rate.

While Contractor is under contract with the Bureau of Air Pollution Control, the Contractor is to inform the Bureau of any outside projects that might conflict with the duties that are assigned by the Bureau.

Resumé
Gay McCleary

Environmental Management Specialist Trainee March 1979 – March 1980
Division of Environmental Protection, Air Pollution Control Program
Supervisor: Dick Serdoz, Air Quality Officer

Permitting; Under supervision of Air Quality Officer, review site plans, construction, plans, equipment design data, process information, current literature and available inspection reports to determine source's compliance with the Air Quality Regulations, and complete the permit process. Using knowledge of processes, instrumentation, available control measures, and meteorology as related to air pollution, prepare a recommended action on each application for an Air Quality Permit. Prepare, as required, technical reports and legal notices, conduct hearings, and meet with operators, managers and individual to effect recommended findings.

Environmental Management Specialist I (promoted upon completion of Trainee period) March 1980 – August 1985
Division of Environmental Protection, Air Pollution Control Program
Supervisor: Dick Serdoz, Air Quality Officer

Permitting; Under supervision of Air Quality Officer, review site plans, construction, plans, equipment design data, process information, current literature and available inspection reports to determine source's compliance with the Air Quality Regulations, and complete the permit process. Using knowledge of processes, instrumentation, available control measures, and meteorology as related to air pollution, prepare a recommended action on each application for an Air Quality Permit. Prepare, as required, technical reports and legal notices, conduct hearings, and meet with operators, managers and individual to effect recommended findings.

Environmental Management Specialist II & III September 1985 – September 1991
Division of Environmental Protection, Air Pollution Control Program
Supervisor: Dick Serdoz, Air Quality Officer; Lowell Shifley, Environmental Engineer/Air Quality Officer

Permitting; Review site plans, construction, plans, equipment design data, process information, current literature and available inspection reports to determine source's compliance with the Air Quality Regulations, and complete the permit process. Using knowledge of processes, instrumentation, available control measures, and meteorology as related to air pollution, prepare a recommended action on each application for an Air Quality Permit. Prepare, as required, technical reports and legal notices, conduct hearings, and meet with operators, managers and individual to effect recommended findings.

Environmental Management Specialist IV October 1991 – June 1997
Division of Environmental Protection, Bureau of Air Pollution Control
Supervisors: Lowell Shifley, Chief; Tom Fronapfel, Chief; Jolaine Johnson, Chief

Permit System: Review site plans, construction plans, equipment design data, process information, current literature and available inspection reports to determine source's compliance with the Nevada Administrative Code, and complete the permit process.

Determine, evaluate and calculate ambient air quality concentrations utilizing PC and EPA approved air quality models. Determine ambient concentration from measured data or empirically from estimated emissions. Supervise the analyses performed by EMS II and Public Service Intern to insure validity. Determine and correlate the relationships between meteorological factors and ambient concentrations. Prepare recommendations and develop information for technical reports and correspondence. Document calculated output and all technical judgments used as input information in the ambient air quality analysis.

Using knowledge of processes, instrumentation, available control measures, and ambient air quality impact results, prepare a recommended action for each application for an air quality permit. Prepare, as required, technical reports and legal notices, conduct hearings, and meet with operators, managers or individuals to effect recommended findings. Review the recommended actions of permitting staff.

Manage permitting staff, work flow and production, promote teamwork and delegate work assignments fairly and equitably. Provide clear and thorough training, guidance and direction. Evaluate employees in accordance with established policies.

Environmental Management Specialist IV July 1997 – June 1999
Division of Environmental Protection, Bureau of Air Pollution Control
Supervisor: Jolaine Johnson, Chief

Supervise Planning Section staff and manage the preparation of all State Implementation Plans (SIP) for submittal to Region IX, EPA, as required. County SIP submittals reviewed for completeness and forwarded to Region IX, EPA. Conducted regulation and EPA policy reviews to insure all SIP submittals are in compliance with the requirements. Petitioned and testified before the State Environmental Commission on regulation changes when directed by the Bureau Chief. Provided for review of Federal Registers and report to the Bureau Chief on any air quality issues or regulations which may affect the Bureau.

Assist, cooperate and coordinate with other Bureau branches to implement the Clean Air Act programs, complete workplan objectives and solve problems. Provide data management and program assistance to Bureau staff. Develop or assist in the development of Bureau policies which ensure fair and consistent implementation of the regulations and programs. Assist Bureau Chief with budget preparation, regulation development, Bureau functions and other tasks as assigned. Supervise the maintenance

of the computer based permitting inventory system. Supervise the input of data into the national AIRS system. Supervise and manage planning staff, workflow and production effectively and in a manner which is consistent with the agency goals and objectives.